

Town of Upper Marlboro
JOB DESCRIPTION

Public Works Department

Title

Public Works / Maintenance Manager (PWM)

Nature of Work

As PWM, you are in charge of the total operations and management of the Town's Public Works Department (PWD). The mission of the Town's Public Works Department is to maintain and enhance, to a high standard, the Town's real property, infrastructure, buildings and equipment as well as the pick-up and disposal of trash. As necessary you may be required to perform manual labor, unskilled and semi-skilled labor in aid of the Public Works Department's mission. You must have a current Maryland Class A or B Maryland Commercial Driver's License with a safe driving record. You report to the President of the Board of Commissioners.

Illustrative Examples of Tasks you will be Asked to Perform

- Plan and supervise PWD long range and daily operations.
- Train PWD employees in safe and proper work procedures and skills.
- Ensure safe field work operations and compliance with applicable safety and protective codes, regulations and requirements.
- Inspect work for proper accomplishment, completion and quality.
- Determine proper personnel assignments, material and equipment use as well as proper methods and procedures to accomplish work to high standards.
- Inspect and maintain PWD equipment.
- Propose needed PWD projects and assist in bid specifications including estimates of cost, schedule, materials and manpower if needed.
- Conduct employee performance evaluations with recommendations for promotion, assignment and discipline.
- Investigate complaints from citizens and department employees and recommends action to be taken.
- Participates in budget preparation and budgetary control measures.
- Performs additional duties as may be assigned by the President of the Board of Commissioners.

Required Knowledge, Skill, Abilities and Experience

Your job requires a thorough knowledge of the safe operation of all vehicles, equipment and special tools and techniques pertinent to the tasks required, as well as, a thorough knowledge of occupational hazards and safety precautions. You must practice skilled and safe operation of vehicles and other equipment, both motorized and hand-operated, and be skilled in routine maintenance thereof.

Possess and demonstrate the ability to supervise others, and relate well to employees, staff, supervisors and the general public. Be able to understand and follow oral and/or written instructions and maintain complete knowledge of current Town policies. Able to perform manual labor for extended periods of time, even under adverse weather conditions. Can safely lift and carry up to 50 pounds for a distance of at least 20 feet. Demonstrate ability to learn new skills and improve acquired skills.

Performance Evaluation

Your performance will be evaluated once a year unless the President requires more frequent evaluation. The evaluation will be based on the following factors: (1) Quantity of work; (2) Quality of work; (3) Job knowledge; (4) Attendance; (5) Supervision required; (6) Appearance (7) Judgment / sense of priorities; (8) Cooperation; (9) Verbal written communications; (10) Acceptance of responsibility; (11) Develop, motivate and counsel staff; (12) Plan and organize work; (13) Use of resources [money, material and personnel]; (14) Management; (15) Fairness.

Town's Policies

This job description should be interpreted in light of the Town's written policies which are incorporated by reference.